



April 3, 2026

To: Mayor Michael Topliff
City Council Members

From: Kellie Mayers, City Clerk

Re: Disposal of Records – City Clerk Department

Executive Summary

The City Clerk Department recommends disposal of records which have met the retention period requirement.

Discussion

The following records have met the required minimum retention period per the state retention schedule. The City Clerk Department requests permission to securely dispose of these records:

- Permits and Licenses
 - 1967-2023

Fiscal Impact

No fiscal impact.

Retention Schedule	Code	Record Type	Date Range	Cubic Feet	Retention Date
General Schedule	GS 050	Permits and Licenses	1967-2023	7	2 years after expiration